CENSUS DEPARTMENT.

(All Census correspondence should be treated as 'URGENT'.)

Procedure to be followed in connection with the Special Industrial Census of Factories, Mines, etc.

Circular No. 31 / Census 1911. OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE, *Dated Bangalore, the 12th December 1910.*

FROM

The Census Superintendent in Mysore.

TO

The Deputy Commissioners of Districts.

SIR,

In continuation of this Office Circular No. 502-09—Cir. 23, dated the 27th August 1910 and with reference to para 3 of my letter No. 793-800, dated the 21st September 1910, I have the honor to address you regarding the procedure to be followed in connection with the Special Industrial Census of Factories, Mines, etc.

2. In pursuance of the Circular cited in the above para, a list has been forwarded to this office of Factories, Mines, etc., employing or likely to employ not less than twenty persons on any one day for a period of one month preceding the date on which the Final Census is taken. The list should be revised and brought up to date early in February 1911, so as to prevent all risk of omissions; and particulars of the Institutions should be compiled in Form (A) appended and an Abstract thereof sent to this office to enable me to estimate the number of Schedules and Forms required.

3. The Special Schedule (Enclosure B) for the Census of these Institutions is to be filled up under Section 9 of the Mysore Census Regulation No. I of 1910 by the Manager or other person in charge of the respective Institutions. A letter (Annexure C) explaining what is required of him will be printed on the back of the Schedule. The blank spaces in this letter and at the top of the Schedule should be filled in beforehand and the letter signed by you as District Magistrate.

4. For obvious reasons, the ordinary Village Enumerator is unsuited for an enquiry of this kind. It is desirable that the Enumerator should be a Government official and one capable of explaining clearly the purport of the Form to the person requested to fill it in and of correcting at once any errors noticed in such Forms when collected. In towns, the Enumerators might be chosen from among the Clerks or Executive Officials of the Municipal President's or Deputy Commissioner's Offices, and in other cases they may be drawn from among the Clerical or Executive Staff in the Offices of the Amildar or other Chief Civil Officer of the area in which the Factories, Mines, etc., are situated. The Officers so deputed may be called "Special Enumerators."

5. These Special Enumerators should be appointed by you under a formal order of appointment given under your signature. With this order should be given to each of them:—

(1) an extract from the Register of Factories, etc., for which he is the Special Enumerator;

(2) the Schedules required for distribution to the Managers, etc., of these works.

At the same time, column 9 of the Register should be filled in.

6. The Schedules should be distributed to the Managers, etc., about a week before 10th March 1911, and this should be done by the Special Enumerator in person as it may be necessary to explain to the Mānager how the Form should be filled in. The date and manner of issue of Schedule should be noted at the time in columns 10 and 11 of the Extract referred to in the preceding paragraph.

7. On the morning of the 11th March 1911, the Special Enumerator should himself collect the Schedules from the persons to whom they were distributed, and examine them on the spot and correct all obvious errors. The date of return of Schedules should then be entered in column 12 of the Extract.

8. The Enumerator should then arrange the Schedules in the order of the serial number shown at the head of the letter on the back of the Schedule (which will correspond to the number entered in column 2 of the Extract) and return them to you within a week of the Census with the Extract.

9. These Schedules when received in your office should again be checked with reference to the Register of Factories, etc., to make sure that no institution has been omitted, and columns 10, 11 and 12 of the Register should be written up from the Extracts received. The Schedules and the Register should then be forwarded to this office.

10. Any difficulties or doubtful points which may arise in carrying out this work may kindly be communicated to me so that they may, as far as possible, be met and decided uniformly for the whole State.